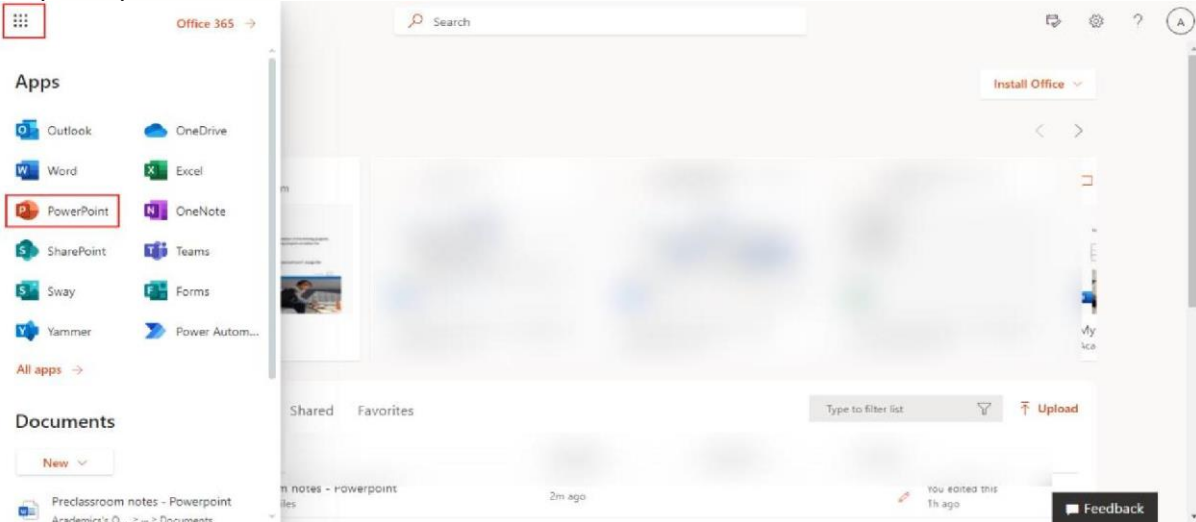




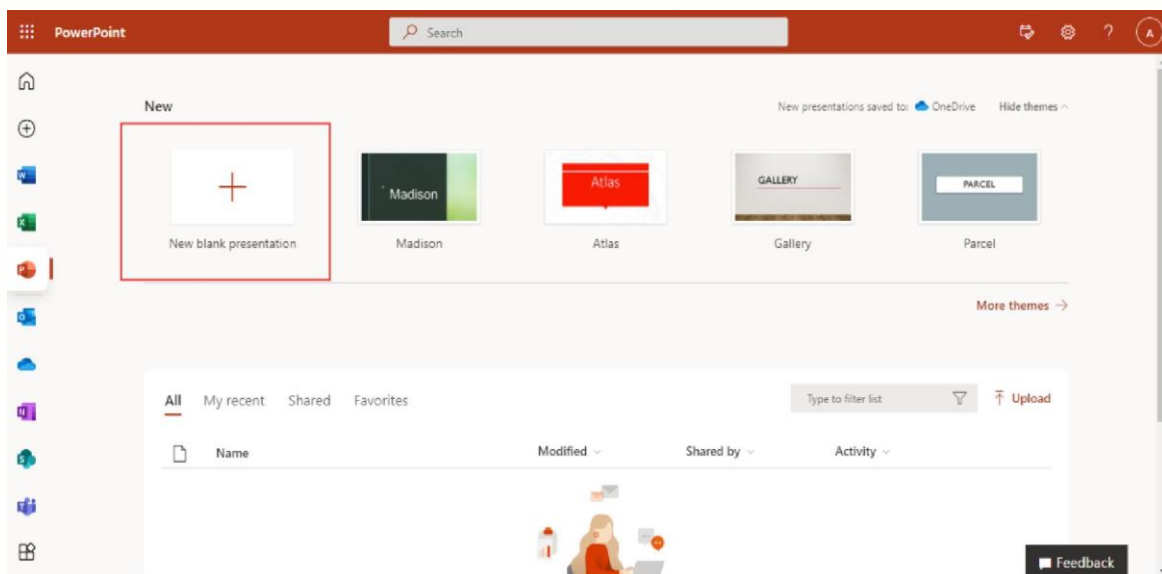
Pre-Classroom Notes - PowerPoint Online

Step 1: Let's start by switching to <https://www.office.com/>. Now after signing in with the given ID Follow the steps mentioned below.

Step 1: Open PowerPoint from 9 dots above on the left.

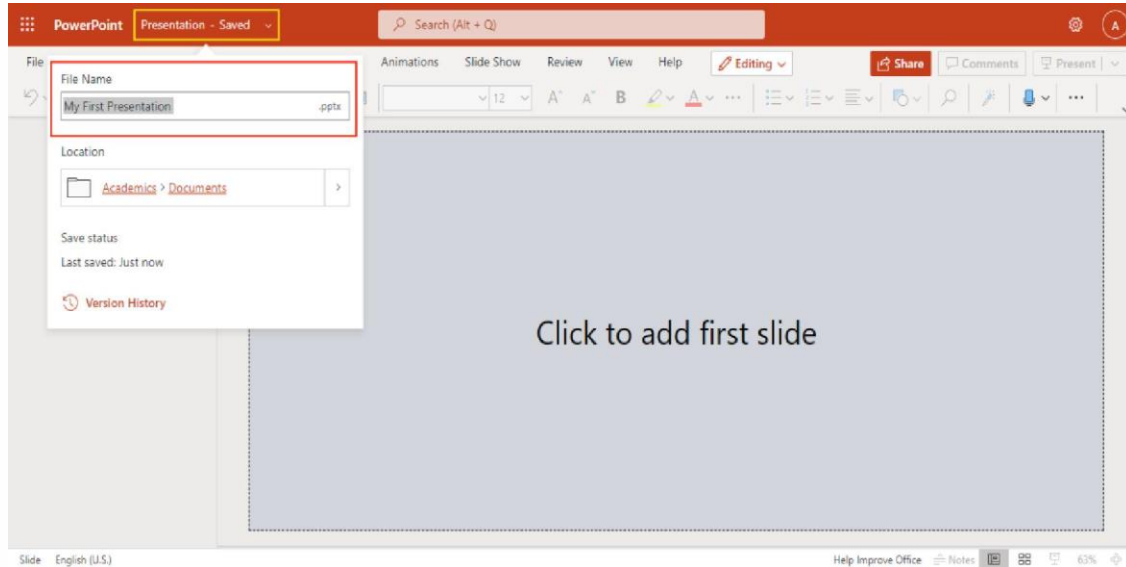


Step 2: Click on “New Blank Presentation”. Even You can explore the templates.

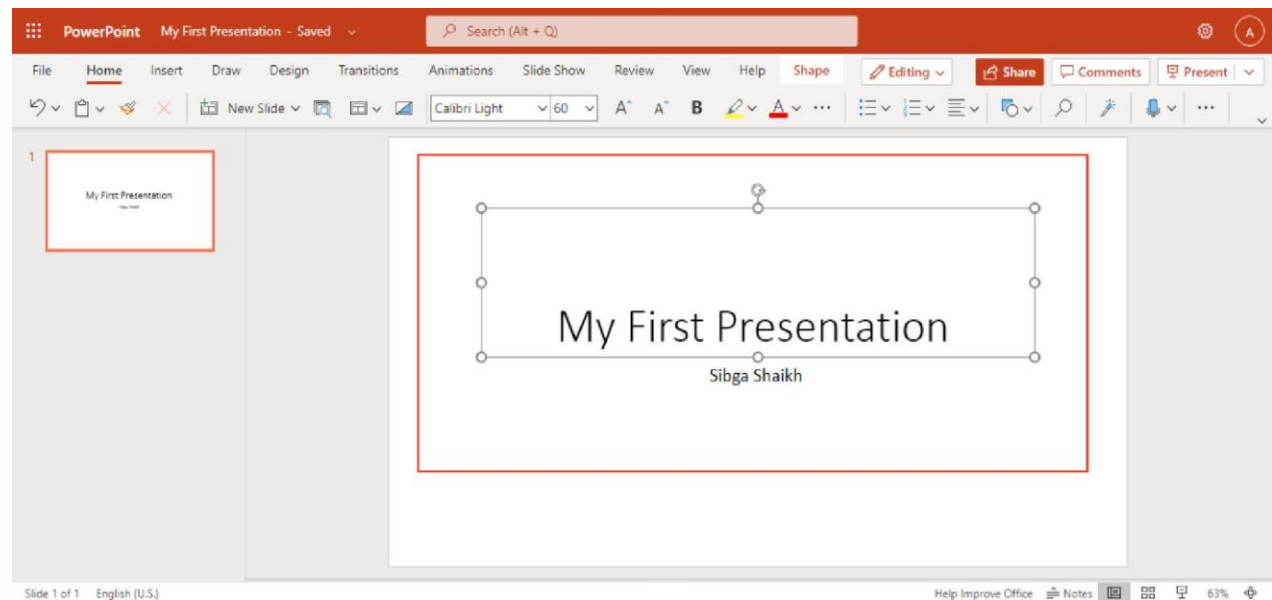




Step 3: Name your PowerPoint document - “My First Presentation”

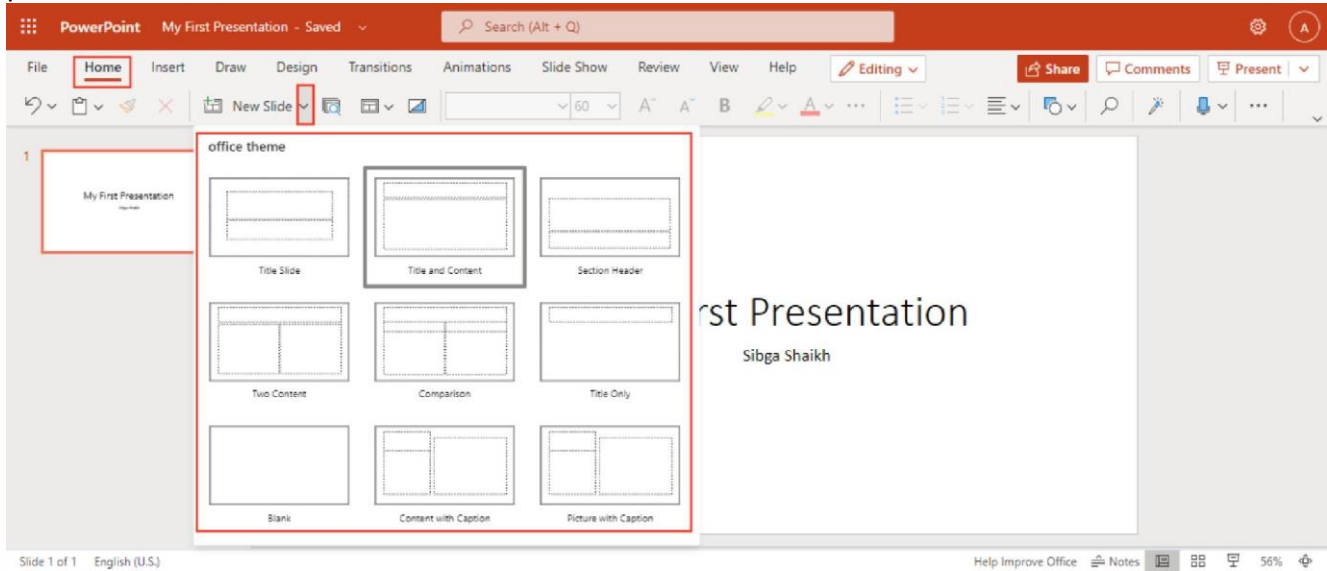


Step 4: Write the title and your name on the first slide

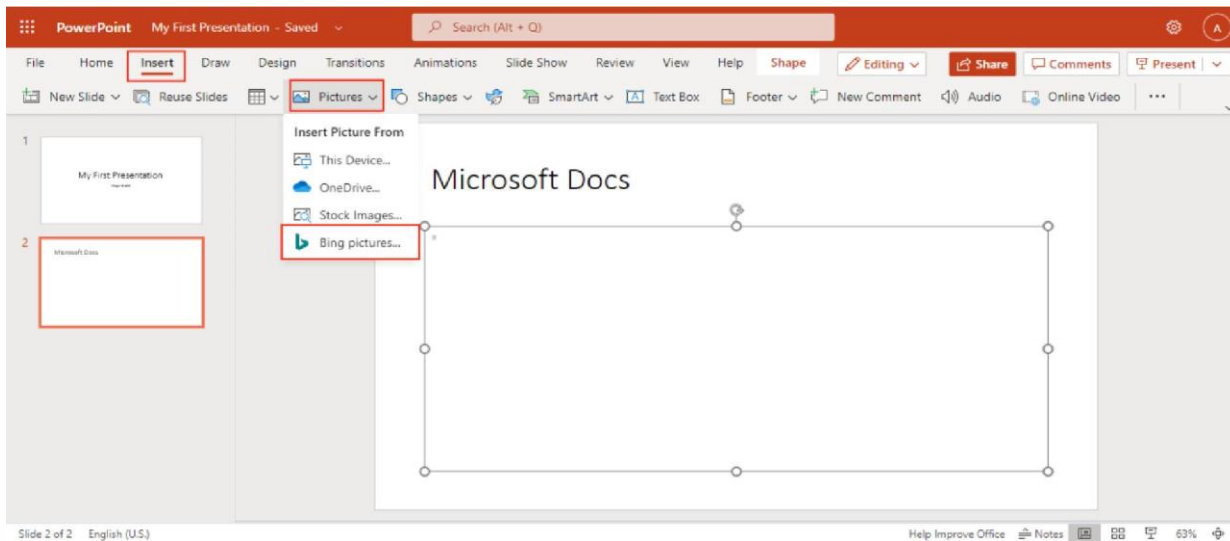




Step 5: From the drop-down button next to New Slide, you can add various slide layouts to your presentation. Select the Title and Content for the next slide.

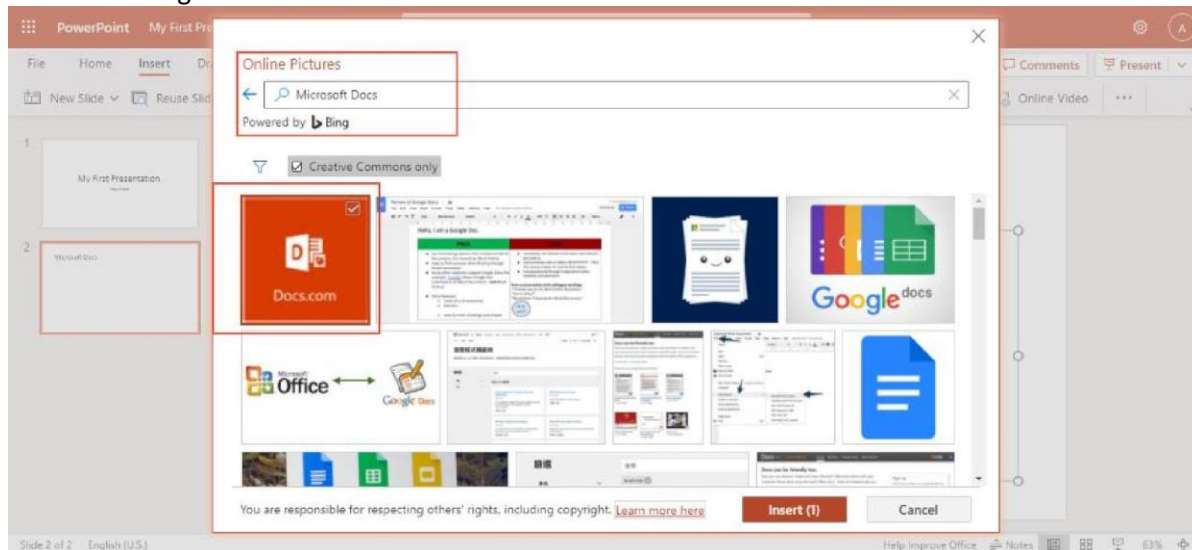


Step 6: Click Insert and then click on Pictures. Add an image from Bing pictures.



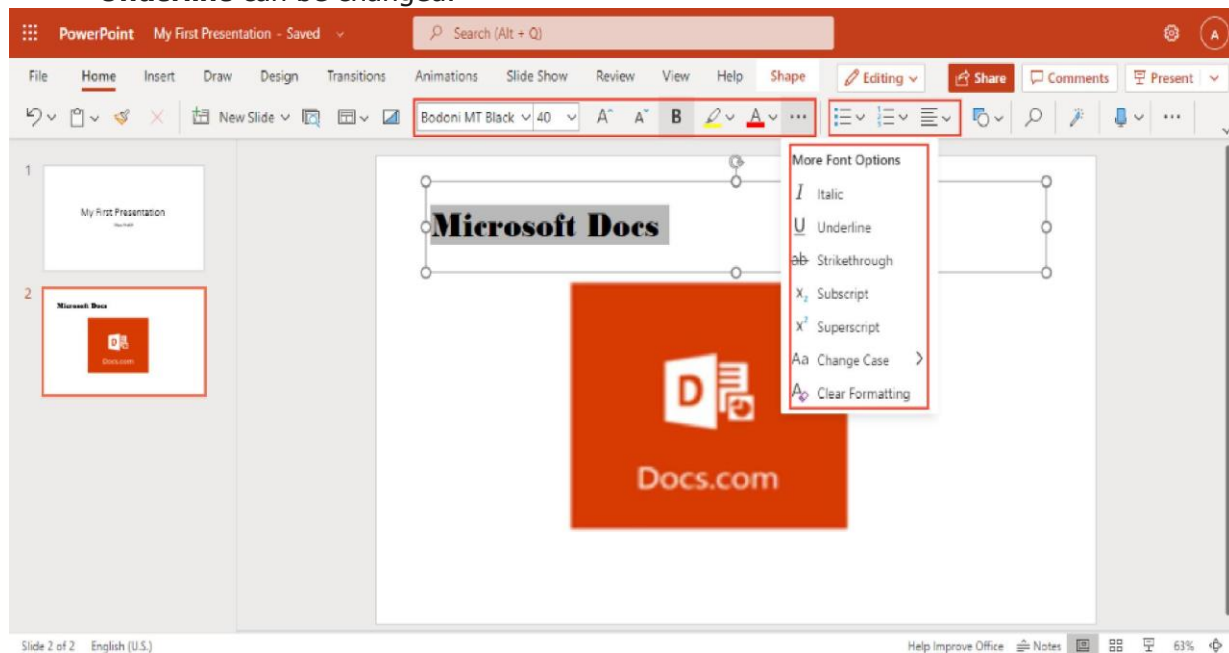


Step 7: Once you click on Bing images you will be asked to choose a suitable image for your content. Select the image and click on insert.



Step 8: Add and format text

→ Select the text, and then select an option on the **Home** tab: **Font**, **Font size**, **Bold**, **Italic**, **Underline** can be changed.



Note: We will learn about more features in the class